



WORK AT ADP AND YOU CAN MAKE A DIFFERENCE IN THE LIVES OF OTHERS.

The mission of the Department of Alcohol and Drug Programs (ADP) is to lead efforts to reduce alcoholism, drug addiction, and problem gambling in California by developing, administering, and supporting prevention, treatment and recovery programs.

Job Opportunity:

Seasonal Clerk

Licensing and Certification Division - Field Operations Branch

Intermittent, Part time, Salary Range: \$1,418 - \$1,620

View full Duty Statement:
<http://www.adp.ca.gov/jobs>

Position Summary:

ADP is seeking a motivated individual to provide clerical support to the Field Operations Branch. The Seasonal Clerk will be responsible for filing, photocopying, faxing, creating and organizing files, answering phones, looking up information as directed, and providing clerical coverage in other areas as needed to address workload needs. Priority consideration will be given to any person receiving state public assistance under the CalWORKs program. Applicants who receive state public assistance need to identify their status as a CalWORKS recipient in the comments area on their application. Applicants must submit a verification of their CalWORKS eligibility status, which may include the most recent Notice of Action showing TANF eligibility or a copy of your last aid check stub. If verification is not submitted with the application, then the application will not be processed. (Applicants may obtain verification from the CalWORKS program). This is a part-time (up to 30 hours per week) position.

Desirable Qualifications:

Applications may be prescreened. Only the most competitive applicants will be interviewed.

- Ability to operate office equipment and computers.
- Ability to proficiently operate Microsoft Outlook, Word and Excel software and utilize search engines on world wide web.
- Ability to provide excellent customer service to both co-workers and the public.
- Ability to follow both written and verbal instructions in English.
- Ability to organize workload priorities and work under pressure.
- Ability to exercise initiative and flexibility.
- Ability to evaluate and take effective action when responding to issues including knowing when to elevate an issue to a supervisor; demonstrate a pattern of dependability.

Final Filing Date: December 21, 2012

If you would like to become a part of a team which supports diversity and is dedicated to reducing addiction in California, please submit your application to:

Contact:

Ira Ross
Department of Alcohol and Drug Programs
1700 K Street, Third Floor
Sacramento, CA 95811
(916) 323-2048, TDD (800) 735-2929

RPA #

A12-095-426

Position #

798-426-1120-900

Who Should Apply:

Eligible candidates that meet the minimum qualifications listed above. Priority consideration will be given to any person receiving state public assistance under the CalWORKs program. Only the most qualified will be interviewed.

All interested applicants must submit a resume and a Standard State Application form (STD 678), with an original signature, to the contact person identified above. Clearly indicate the basis of eligibility in the Explanation Section of the STD 678.

The Department of Alcohol and Drug Programs is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.